

## Contract Compliance Specialist, Sr. (Construction - Statewide) (Internal Only)

**OUR MISSION...** *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Hiring Salary Range:** PG: 16 – (TBD)

**Worksite(s)** to include but not limited to: Statewide

**Opens:** July 24, 2015

**Closes:** August 6, 2015

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

GSFIC will attempt to meet reasonable accommodation request whenever possible.

### INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**[Contract Compliance Specialist, Sr.](#)**



**Website:** [www.gsfic.ga.gov](http://www.gsfic.ga.gov)

### Position Overview

**Duties:** Under general supervision, monitors the day-to-day progress of construction projects for the State of Georgia, Performs quality inspections of work place; Records job site conditions and workforce information. Applies comprehensive knowledge when reviewing issues and relaying information to using agencies, design professionals and contractors.

**Minimum Qualifications:** High school diploma or GED and six (6) years of experience as a Construction Project Superintendent on one million dollar construction projects or larger, in industrial, governmental or commercial constructions with an emphasis on Quality Assurance. . Must be able to walk and maneuver around construction sites, incomplete buildings, and roofs. Must be able to climb stairs and ladders. Must have a valid driver's License.

**Competencies:** Knowledge of inspection techniques for most aspects of construction. Strong verbal, written and analytical skills; organizational skills; ability to effectively interact with highly skilled professionals; ability to work under pressure and meet deadlines; must demonstrate leadership and take initiative; must be capable of reading and interpreting contracts, shop drawings, plans and specifications. must have experience working with Microsoft Office Word and Excel. Must be able to use e-mail and manage electronic documents must be self directed and time-line driven. Ability to inspect a variety of elevated and sub-surface locations. General knowledge of applicable laws, codes, ordinances and regulations, construction methods, materials, tools and equipment used for commercial projects or for State capital improvement projects.

### Working Conditions:

The work is performed at one or more construction sites and is subject to outside conditions. Must be able to climb stairs and ladders. Frequent traveling between construction sites.

- Normal commute miles for all CCS, Sr. will be standardized at 30 miles per day one-way (OW) or 60 miles per day round trip (RT) to their designated primary jobsite(s).
- For all CCS work-related travel (including but not limited to any jobsite, to GSFIC head office, to training locations) cumulative miles traveled on a normal weekday (not a weekend or holiday) will be reduced by the 30 (OW) or 60 (RT) commute miles.
- All travel over the normal commute miles (60 miles per day) can be expensed.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.



GSFIC is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.